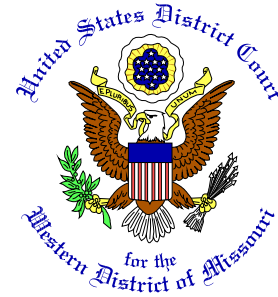


# United States District Court Western District of Missouri Vacancy Announcement



**Position:** Pro Se Assistant/Case Processor  
**Location:** Kansas City, Missouri  
**Job Grade:** CL25  
**Salary Min/Max:** \$37,941 / \$61,709  
**Opened:** June 21, 2011  
**Closes:** July 1, 2011

The United States District Court for the Western District of Missouri is currently accepting applications for a full-time pro se assistant/case processor. The incumbent of this position performs a full range of functional duties in the areas of clerical and administrative support services of the Pro Se Attorneys, including screening and opening new cases, scanning and docketing pleadings and judges' orders, management of the office case load by calendaring and regulating case movement, transmitting appropriate information to parties, and communicating with litigants and court staff. Applicant should be self-directed and able to work as a team-player. This position is eligible for the full range of federal benefits (e.g., annual/sick leave, retirement, health, dental, vision, life, long-term care, and long-term disability insurance).

## Qualifications

Applicants must demonstrate excellent communication and computer skills. Proficiency in Windows XP, Microsoft Office software (Word, Excel and PowerPoint), WordPerfect and CM/ECF (case management/electronic case filing) is desired. Strong organizational skills and ability to apply a body of rules, regulations or laws is required. Must demonstrate ability to meet and communicate with a variety of people. The successful candidate must be a high school graduate, a bachelor's degree is preferred, possess at least two years legal or related clerical experience which require the application of procedures involving the use of legal terminology, and demonstrate a broad knowledge of the purpose and content of documents, events and procedural rules. Ability to take initiative and strong organizational skills. Detail-oriented and ability to prioritize, plus be self-directed and able to work as a team-player.

## Conditions of Employment

Candidates must be able to show proof that they meet citizenship requirements for employment by the United States Courts. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. Court employees must adhere to all Judicial Conference regulations, specifically the Code of Judicial Conduct. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay. All positions in the Office of the Clerk are excepted appointments and are "at will."

## Application Procedure

Qualified applicants should submit a detailed cover letter, resume, AO78 application form for judicial branch employment (see link below), and contact information for three **professional** references to:

Kathy Popejoy  
U.S. District Court  
Charles Evans Whittaker Courthouse  
400 East 9<sup>th</sup> Street, Room 1510  
Kansas City, MO 64106  
Email [kathy\\_popejoy@mow.uscourts.gov](mailto:kathy_popejoy@mow.uscourts.gov)

AO78 Form Link: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

The Court will only communicate with those individuals who are invited for a personal interview. ***The Court is not authorized to reimburse travel expenses for interviews or relocation.***